

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE COORDINATOR I

JOB REQUISITION: 2275

LOCATION: SAN FRANCISCO

DEPARTMENT STATEMENT

The Administrative Coordinator I, with the Office of Court Construction and Management (OCCM), will provide a variety of administrative support duties to OCCM's Business and Planning Service Unit.

RESPONSIBILITIES

- Establish and implement administrative procedures;
- Establish and maintain a general filing system and library;
- Assist staff in the development and preparation of formal presentations; prepare materials and binders for meetings and programs;
- Maintain project drawing files and coordinate with central drawing library and database;
- Prepare and process expense and travel claims, maintain financial records;
- Coordinate meetings, conferences, and workshops including on-site and off-site meeting logistics; hotel reservations; conference room set-up; and audiovisual requirements;
- Prepare agendas and summarize meetings;
- Coordinates preparation and distribution of survey materials and other research;
- Collects bids and service contracts and prepares for manager's review;
- Prepares quality control inspection reports;
- Perform small photocopying jobs, maintain photocopier and office supplies;
- Prepare general correspondence, reports and memoranda as assigned by staff and manager;
- Proofread, copy, and format documents; and
- Perform other administrative duties as assigned.

QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience performing administrative support work.

OR

One year as an Executive Secretary or two years as an Administrative Secretary with the judicial branch.

Additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

DESIRABLE QUALIFICATIONS

Competency in several of the following skills is preferred: advanced word processing (including mail-merge), presentation software; spreadsheet applications; relational databases; and file management. The successful candidate will be detailed oriented and have the ability to organize and prioritize work; coordinate multiple work activities and meet critical deadlines; work cooperatively with staff in other offices and organizations; and be an

energetic member of the team. A high level of accuracy is necessary to succeed in this role along with the ability to communicate with staff at all levels.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support", and search for Job Req #2275, Administrative Coordinator I. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: \$4,009 - \$4,874 per month
(Starting salary may vary between \$4,009 and \$4,410 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ADMINISTRATIVE COORDINATOR I
(Req. #2275)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

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1. Describe your experience coordinating projects or programs. Please include the size of the project or program and your role in relation to the project or program.
2. Indicate your level of proficiency: "Beginner", "Intermediate," "Advanced," or "None." - MS Word or other word processing software - Word tables and mail merge - MS PowerPoint - Calendaring software - MS Excel or other spreadsheet software.
3. Please describe your experience in preparing, proofreading, and editing written materials.